DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT

Position: Data Entry/Information Processing Technician
Schedule: 20 hrs./week: Monday – Friday (between 8:30 a.m. – 5:00 p.m.)
Compensation: $14.50/hr.
Opening Date: 11/5/20
Closing Date: Screening will begin 11/16/20
Applications received after that date may be considered.
Position is open until filled.

General Purpose:
HRC is seeking a dedicated, organized Data Entry/Information Processing Technician to transfer and input information into a participant database and keep records current when new data is collected. The position requires a detail-oriented person who will review the data for errors before inputting them into the database. This position requires one to work efficiently and transfer data as quickly and accurately as possible.

Education and Experience:
Associates Degree or equivalent education in a field related to business, data entry or processing; with completion of basic computer courses preferred. At least one year of previous data entry experience; one year of experience with the upkeep of a database. Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

Necessary Knowledge, Skills and Abilities:
Possess organization skills, able to focus on details of information, previous experience working with computers, practice confidentiality of information, be thorough and attentive to work assigned and produced, able to quickly and accurately type and enter data, possess excellent communication and organizational skills, must be able to maintain regular attendance and work scheduled hours, valid Montana State Driver’s License or ability to obtain one and insurable on company policy.

APPLICATION PROCESS

Application packet, including full job description, available at:
Human Resource Council
1801 South Higgins Avenue
Missoula, MT 59801

You may request the Application Packet electronically by contacting Lina at lina@hrcxi.org or download on our website at www.humanresourcecouncil.org

To be considered for the position, a completed HRC Application for Employment and any other related information must be returned to the Human Resource Council, 1801 South Higgins, Missoula, MT 59801. EEO

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.
DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

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<tr>
<th>Department: Housing</th>
<th>Job Description</th>
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<tr>
<th>Job Description Title: Data Entry/Information Processing Technician</th>
<th>FLSA Status: Non Exempt</th>
<th>Pay Grade: 7</th>
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<tr>
<th>Accountable To: Associate Director</th>
<th>Position Status: Part-time</th>
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<th>Prepared By: Jim Morton</th>
<th>New Date: 11/2/20</th>
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**Job Summary:**
HRC is seeking a dedicated, organized Data Entry/Information Processing Technician to transfer and input information into a participant database and keep records current when new data is collected. The position requires a detail-oriented person who will review the data for errors before inputting them into the database. This position requires one to work efficiently and transfer data as quickly and accurately as possible.

**Expectations:**
- Report to work on time each scheduled day.
- Be courteous and treat company employees, customers and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.

**Essential Duties and Responsibilities and Expectations:**
- Maintains database by entering new and updated participant information.
- Prepares source data for computer entry by compiling and sorting information.
- Establishes entry priorities.
- Processes participant information by reviewing data for deficiencies.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the appropriate staff member for resolution.
- Enters participant information by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered participant information and data by reviewing, correcting, deleting, or reentering data.
- Compares sets of records to verify that they agree, are consistent, accurate and complete.
- Purges files to eliminate duplication of data.
- Secures information by completing database backups when requested.
- Maintains operations by following policies and procedures and reporting needed changes.
- Maintains strict confidentiality of information.
- Contributes to team effort by accomplishing related results as needed.
**Minimum Qualifications:**

**Experience and Education**

Associates Degree or equivalent education in a field related to business, data entry or processing; with completion of basic computer courses preferred. At least one year of previous data entry experience; one year of experience with the upkeep of a database. Other combinations of education and experience, which could provide these skills, knowledge, and abilities, will be evaluated on an individual basis.

**Skills, Knowledge & Abilities**

- Possess organization skills
- Able to focus on details of information
- Previous experience working with computers
- Practice confidentiality of information
- Be thorough and attentive to work assigned and produced
- Able to quickly and accurately type and enter data
- Possess excellent communication and organizational skills
- Must be able to maintain regular attendance and work scheduled hours.
- Valid Montana State Driver’s License or ability to obtain one and insurable on company policy.

**Supervisory Responsibilities:**

None

**Technology Used:**

Computer equipment used in computer networking specialized database software, 10 key calculator, copier and multi-line phone.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**Required Employee Tools and Clothing:**

Professional attire appropriate to an office setting.
Supervisor Signature: _______________________________ Date ________

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

_________________________________________ Date

Employee Acknowledgement and Signature

_________________________________________

Printed Name